



APPL # _____
For office use only

STATE OF NEW HAMPSHIRE
APPLICATION FOR LICENSURE AS A
FORESTER

\$60.00 Application Fee

Make Check Payable to "Treasurer, State of NH" (Non-Refundable)
The Application Must be filled out completely and typewritten
If applicant is approved for licensure or examination he/she
shall be required to pay an additional fee as required per Fors 301.04.

1. General Information

Name _____
Last First Middle

Names Previously Used (if applicable) _____ SS# _____

Residence Address _____ ()
zip code

Present Position (Organization & Title) _____

Business Address _____ ()
zip code

Indicate mailing address by marking X in parenthesis

Business Phone _____ Home Phone _____

Place of Birth _____ Date _____

E-mail address _____

State in which first registered or licensed as a Forester _____

Date Issued _____ License/Registration/Certification# _____

Date of Licensure _____ Expiration Date _____

License Number _____ Is License now in force? _____

If not in force, indicate why _____

Licensed by Examination? _____ If not how? _____

If so, location, date and grade awarded: _____

Have you **ever** applied for licensure as a Forester in **New Hampshire**? _____ Status _____

Professional Licenses: List all states where you hold or have held a forester's license. Use a separate sheet if necessary.

License #	State	Year Licensed	Written Examination	Reciprocity or Grandfather	Active or Lapsed
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

3. General Information Questions

CHECK ONE:

YES NO

1. Have you ever been convicted of any felony or any misdemeanor, or a violation involving forestry or the practice of forestry? If so, provide a written explanation including details of the offense, name of the court, date of conviction and the sentence imposed.
2. Have you ever lost or been denied registration/licensure as a forester or disciplined by another licensing board in any other state? If so, provide a written explanation of the circumstances?
3. Has any License ever been revoked, if so why?

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If the answer is yes to any of the above questions, you must submit a written explanation with your application

4. Membership in Professional or Scientific Associations

Name of Organization Location Grade or Membership Date

5. Education

1. Official transcripts are required and must be sent directly to the board office from the college or university.

INSTITUTION AND LOCATION	FROM	TO	MAJOR	DEGREE AWARDED/DATE
Secondary Schools:				
1. _____				
2. _____				
Colleges and Universities:				
1. _____				
2. _____				
3. _____				

6. References of Character and Qualifications

Applicant will give the name and address of not fewer than five reputable citizens, unrelated to the applicant, of whom at least three shall be professional foresters having personal or professional knowledge of the applicant's forestry experience. **One forester reference must not be connected with the Applicant's current place of employment.** No member of the Board will be accepted as reference. The Board shall use as references any individuals, companies, or institutions whose name appears in any part of the completed application. Written references will be submitted to the Board on forms supplied by the Board and are part of this application packet.

[illegible]

7. Professional Experience

This information described below must be in detail, and should start with your first forestry work experience. Use this page as a summary and place detailed information pertaining to your forestry experience on enclosed supplemental experience record sheet. **Experience listed on your supplemental experience page must correspond with the experience requirements of Fors 302.02.**

Date From Years	To	Number of Months	1. Name of Employer-Title of Position 2. Location and Character of Each Engagement 3. Degree of Responsibility	Name and present address of someone familiar with each engagement, preferably person to whom applicant reported or with whom he/she was associated.
19	20			

8. Affidavits

I have read the contents hereof and clearly understand that the correctness and truth of my statements as recorded in this application are material, not only to the issuance of the license, as applied for, but also to the retention of said license, if issued. I have read and understand the NH Code of Administrative Rules and RSA 310-A:98-117 that apply to Forester Licensing.

(Signature of Applicant)

SEND APPLICATION AND ALL COMMUNICATIONS TO:

N.H. JOINT BOARD
57 REGIONAL DRIVE
CONCORD, N.H. 03301

Find us on the world wide web at www.state.nh.us/jtboard/home.htm

rev. 8/24/06

No. _____
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SUPPLEMENTARY EXPERIENCE RECORD IN DETAIL

Affix your signature and date to this and each additional sheet. Add additional sheets as required. Use plain white pages and number consecutively. Type on one side only. In chronological order, starting with your first work experience as a forester, list and identify your projects and/or assignments, identifying at least **50%** of your specific experience in **core forestry areas** per **Fors. 302.02 (f) (1)** and an additional **50%** of your experience in other areas outlined per **Fors 302.02 (f) (2) & (3)** and earned in the appropriate time frame per **Fors 302.02 (b) (1)-(5)** see enclosed administrative rules.

After you have prepared your first draft, read it critically. Does it show a reviewer, who is not familiar with you or your job, the degree of forestry expertise you applied and verify time-wise the Forestry experience claimed in your application.

Read instructions carefully. The Supplementary Experience Record is a most important part of your application.

Signature _____ Date _____
(ALSO SIGN AND DATE EACH ADDITIONAL SHEET)

**STATE OF NEW HAMPSHIRE
BOARD OF LICENSURE
FOR FORESTERS**

CANDIDATE REQUIREMENTS

302.02 (c)-(f) Re-Adopted 8/24/06

Fors 302.02 Experience Requirements.

(a) Experience in the practice of forestry shall be of a grade and character that indicates to the board that the applicant is competent to practice as a forester. If experience is claimed under Fors 302.02, an affidavit stating the dates of said employment, the types of work performed and the names and address of employers shall be provided.

(b) Experience shall be determined as follows:

(1) Applicants possessing a 4-year forestry degree shall have 2 years experience which is equivalent to 4000 hours within not less than 24 months and not more than 60 months of the date of application.

(2) Applicants possessing a 2-year forestry degree shall have 4 years experience pursuant to Fors 302.02 which is equivalent to 8000 hours within not less than 48 months and not more than 72 months of date of application.

(3) Applicants possessing a 4-year degree in a related field shall have 4 years experience pursuant to Fors 302.02 which is equivalent to 8000 hours within not less than 48 months and not more than 72 months of the date of application.

(4) Applicants possessing a 2-year degree in a related field shall have 6 years experience pursuant to Fors 302.02 which is equivalent to 12000 hours within not less than 72 months and not more than 120 months preceding the date of application.

(5) Applicants possessing no forestry or related degree shall have 8 years experience pursuant to Fors 302.02 which is equivalent to 16000 hours within the 10-year period preceding the date of application.

(c) Experience shall be gained under the supervision of a licensed forester or if not, written explanation shall be included with the application describing why the experience should be considered satisfactory to the board.

(d) Experience not gained under the direction of a licensed forester shall be considered satisfactory by the board if:

(1) Experience in the practice of forestry was earned in accordance with Fors 302.02 (f) (1), (2) and (3);

(2) Experience in the practice of forestry was earned without violating Fors 501.03; and

(3) The candidate committed no misconduct pursuant to RSA 310-A:112.

(e) Failure of candidates whose experience is not gained under the direction of a licensed forester to meet the experience requirements of Fors 302.02 (f) (1),(2) and (3) shall, after notice and opportunity for a hearing, result in denial of the application.

(f) Experience in the practice of forestry shall be determined pursuant to RSA 310-A:104 as follows:

(1) A minimum of 50% of required experience shall demonstrate competency in all of the following core areas:

- a. Preparation of comprehensive forest management plans;
- b. Land use and forest type mapping;
- c. Development and implementation of silvicultural prescriptions which means a planned series of treatments designed to change current stand structure to one that meets management goals;
- d. Timber cruise and inventory;
- e. Boundary line location and maintenance pursuant to RSA 310-A:54, IV;
- f. Timber harvesting supervision;
- g. Marketing of timber products;
- h. Timber sale administration;
- i. Road and harvest layout; and
- j. Knowledge of New Hampshire forestry laws;

(2) In addition to experience in core areas required per Fors 302.02 (f) (1), satisfactory experience shall be in one or more of the following areas:

- a. Land surveying;
- b. Wildlife management;
- c. Natural resource research or education;
- d. Timber stand improvement;
- e. Logging;
- f. Timber law enforcement;
- g. Log scaling;
- h. Saw milling;
- i. Forest fire control;

- j. Soil science pursuant to RSA 310:A-76, II;
 - k. Arboriculture;
 - l. Urban forestry;
 - m. Land use planning;
 - n. Conservation biology;
 - o. Wetland delineation pursuant to RSA 310-A:76, II-a or;
 - p. Wood procurement.
- (3) Applicants who do not meet the experience required pursuant to Fors 302.02 (f) (1) and (2) shall demonstrate experience and competency in specialty areas such as:
- a. Timberland appraisal;
 - b. Teaching of forestry at a college or university level;
 - c. Teaching natural resource science at a college or university level;
 - d. Public extension forestry and natural resource education work, or
 - e. Forest policy in a governmental or management position.

(g) Experience shall be in accordance with the rules of professional conduct set forth in Fors 501. Conduct proscribed by the rules of professional conduct, when performed by an unlicensed person or during a prior period of licensure, shall result in denying a license application or issuing a restricted license.



APPLICATION INSTRUCTIONS AND CHECKLIST FOR FORESTER APPLICANTS

General- Provide all the information requested on the application form. **Do Not** substitute a resume or other synopsis of your experience and/or education for any part of the application form. Please refer to Administrative Rules Fors 302.02 (a) – (g) and explain your experience in each of the areas listed including your core forestry and other pertinent experience in detail.

Although not required, to facilitate review of your application it is advised that candidates for licensure submit a stewardship plan for a forestland parcel of a minimum of 100 acres that qualifies as a US Forest Service Stewardship Program Management Plan. Pursuant to Fors 302.02 (f, 1, a,b, and c). The stewardship plan must be prepared under the direction of a licensed forester or as otherwise allowed by law. The applicant is responsible for the collection of information and drafting of the plan.

References- Make a sufficient number of copies of our **Reference Form** to send one to each of your references. Keep a blank one for your future use, in the event a reference does not respond. In addition to the reference form, you should send each of your references a **stamped** envelope on which you have placed the Board address label. Reference forms received from applicants are **not** acceptable, forms must come directly from the reference. One Forester reference must not be connected with your current place of employment.

Transcripts- Transcript Request Forms are included as a part of this application packet. Complete the form/s and send it/them (and any required fee) to the college or university you attended including Undergraduate and Masters transcripts if applicable. Transcripts received from the applicant are not accepted. Transcripts must come directly from the college/university to our office.

Notice to all applicants- Be sure you submit your application to the Board before you send out your reference forms. We must receive your application prior to receiving forms from your references. If we receive responses from your references and do not have your application on file, they may be misplaced, causing a delay in the processing of your application. Complete the enclosed checklist and return it with to the Board office with your application.



**RETURN THIS CHECKLIST
WITH YOUR APPLICATION**

APPLICATION CHECKLIST

Candidate Name

Before you mail your application to the Board, please check the following items carefully. Your attention to these details will make it possible for the Board Staff to process your application without delay.

Have you:

- _____ Marked the box on the application form indicating which address you want us to use?
- _____ Requested your college/university to send us your transcript directly?
- _____ Completed the "References" portion of the application, sent reference forms and Board addressed and stamped envelopes to each of your references, and kept a blank copy of the form for yourself?
- _____ Filled in the detailed experience summary sheets corresponding your experience to Administrative Rule Fos 302.02? (copy if needed)
- _____ Included a 100 Acre Management Plan that qualifies as a US Forest Service Stewardship Program Management Plan.
- _____ Included the correct fee with the check made payable to **Treasurer, State of NH?**
- _____ Included this Checklist with your application?

Date_____

College or University Registrar

Dear Registrar:

Enclosed please find my fee in the amount of \$_____ in payment for a certified transcript of my scholastic record. I attended college during the years _____ to _____. I received my degree on _____ . My Social Security number is _____ and my date of birth is _____.

My student identification number was _____.

Please send the transcript **directly** to the following address:

New Hampshire Joint Board of Licensure
57 Regional Drive
Concord, New Hampshire 03301-8518

The Board of Licensure for Foresters have informed me that they will treat the transcript in accordance with the provisions of the Education Rights Privacy Act and that no unauthorized person will have access to the transcript.

Sincerely,

(Signature)

(Printed Name and Address)

NH JOINT BOARD OF LICENSURE &
CERTIFICATION
57 REGIONAL DRIVE
CONCORD NH 03301-8518

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Note: This page may be printed or copied on a 3 by 10 label sheet to create mailing labels for use with reference letter envelopes, etc. This setup is for Avery label 5960.

STATE OF NEW HAMPSHIRE
BOARD OF LICENSURE
FOR
FORESTERS

57 Regional Drive
Concord, NH 03301

Appl.# _____
(For office use only)

_____ of _____
has applied to this board for licensure in the State of New Hampshire as a Forester and either has given your name as a reference or has stated that he/she has worked for you or with you. The Board would appreciate your sending the information requested on the reference form, and assure you that such information as you give will be treated in the strictest confidence. You may attach additional pages as needed.

This Board is required by law to obtain evidence of the good character of the applicant and his/her qualifications as a professional forester before issuing a certificate of licensure. Statements made on this form by responsible persons with actual knowledge of the applicant's character and qualifications will be considered by the Board as evidence and filed with the application.

The Board urges that evidence submitted on this form not be perfunctory, but be considered carefully. The Board, in making its decisions, must rely to a great extent on the evidence submitted by references. Since these decisions may affect the life, health, property and welfare of the public, you have a grave responsibility to provide the Board with a fair and honest appraisal of the applicant.

Since the Board cannot license the applicant until the references are returned, a prompt reply will expedite consideration of the applicant's request for licensure.

Very truly yours,

Karen Gray
License Clerk

Re: Application of _____ Appl.# _____

(for office use only)

THIS IS CONFIDENTIAL INFORMATION – FOR USE OF BOARD MEMBERS ONLY

1. What is your full name? _____
2. What is your mailing address? _____

3. What is your present business or profession? _____

RSA 310-A:99 I. "Forester" means a person who practices forestry.

RSA 310-A:99 II. "Forestry" means the science of silviculture and the practice and art of managing and using for human benefit forestlands and the natural resources that occur in association with forestlands, including trees, other plants, animals, soil, water, and related air and climate.

4. Are you a forester as defined above? _____
5. Are you a licensed forester? _____ In what State? _____ License # _____
6. How long have you known the applicant? _____
7. Are you in any way related to the applicant? _____
8. Are you connected with the applicant's current place of employment? _____
9. What has been your association with the applicant? _____

10. Do you know anything reflecting adversely on the integrity or general good character of the applicant? _____

11. Please describe in detail the applicant's skills as a forester _____

12. Would you employ the applicant in a position of trust? _____
13. Additional remarks concerning the applicant _____

I make the above statements with full knowledge that the person referred to is making application for licensure by the State of New Hampshire as a Forester and after having carefully read the information given on the reverse side of this.

Date _____ Written Signature _____